

Training and Supplemental Materials for 2009 Weed and Seed Continuation Funding Applicants

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A. Using the Grants Management System (GMS)

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). This information supplements the step-by-step guide available at the GMS website <http://www.ojp.gov/gmscbt/>.

Note: Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt).

Using an established Internet account, or after creating an Internet account with GMS staff assistance, follow these steps:

Step 1: Signing on to GMS

To sign in to GMS, visit <http://www.ojp.usdoj.gov/funding/>. Click on the GMS button beside the appropriate FY 2009 Weed and Seed application kit. You also may go directly to the GMS page at <https://grants.ojp.usdoj.gov/>. If you already have a GMS user ID, you may simply sign in. You will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation, even if your organization already has a user ID.

If you do not have a GMS user ID, select "New User? Register Here." Complete all of the required information and click "Create Account" at the bottom of the page. Please make a note of the user ID and password, which are case-sensitive. You will not be able to submit your application until your user identification is approved by the program office. While awaiting approval, you may elect to complete your application and save it to submit after receiving approval or you may wait to complete the application until receiving approval notification. If you do not have an Internet account established, GMS project staff will assist you in creating an Internet account. Please call the GMS Hotline at (888) 549-9901 for assistance.

Step 2: Select and Register for the Program

The GMS registration deadline is 4:00 p.m. eastern time on Wednesday, January 21, 2009.

After you have logged onto the system, click on "Funding Opportunities."

Select the "Community Capacity Development Office" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in CCDO.

Find the appropriate FY 2009 Weed and Seed Program Guide and Application Kit entry and click "Apply Online."

Ensure that your organization is eligible to apply for this program. If eligible, proceed by clicking "Continue."

Step 3: Complete the Overview Information

Select the type of application you are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.

Select "New" in the drop-down box for "Type of Application."

If your state has a review and comment process under Executive Order 12372, select either "Yes" and enter the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372." Executive Order 12372 may be viewed at <http://www.fws.gov/policy/library/rgeo12372.pdf>.

Click "Save and Continue."

Step 4: Complete the Applicant Information

Answer "Yes" or "No" to the question about whether your organization is delinquent on any Federal debt.

Check the information on the rest of this page, which will pre-populate based on the information you submitted during the registration process, for accuracy and relevance. Make any needed changes.

Click "Save and Continue."

Step 5: Complete the Project Information

Title of your project: Include 1) the title of the program: Weed and Seed; 2) name of the applicant's cognizant Federal agency; e.g., U.S. Department of Justice; and 3) applicant's local fiscal year/ 12-month audit period, e.g., 10/1/2008- 9/30/2009.

List the geographic areas to be affected by the project: Identify the officially recognized Weed and Seed designated area by name (Refer to the site list in this application kit).

Enter a project start date and end date. These dates may be adjusted by CCDO when the award is made.

Select all of the congressional districts that are affected by your application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the grant amount for which your organization is applying for in the "Requested Budget" (no more than \$175,000) on the "Federal" line under the "Estimated Funding." Matching funds should be entered on "Applicant" line.

Click "Save and Continue."

Step 6: Upload Attachments

Please use descriptive titles when naming the attachments for easy identification; i.e., "Washington Site-2009 Budget" or "Uptown Site-2009 Program Narrative" or "Uptown Site-Other Program Attach."

The Budget Detail Worksheet (Attachment #1): A single file that includes the Budget Detail Worksheet and the Budget Narrative.

The Program Narrative (Attachment #2): A single file that includes all sections of the narrative, as discussed in the solicitation.

Other Program Attachments: All other required attachments as outlined in the solicitation that can be uploaded electronically. Applicants may upload any "Other Required Attachments" documents as additional attachments in GMS, ***IF*** they are available in an electronic format that will display signatures (where required) or can be scanned, saved, and uploaded into GMS. *[NOTE: If you have documents (signed or otherwise) that you need to submit that are not available electronically, after you submit the application in GMS, you must fax those documents to the GMS FAX Line at 202-354-4147 to be included in your "electronic" application. [This fax location IS NOT in CCDO. Therefore, be sure to include your organization's name and GMS-assigned grant application number on every page of the fax. Otherwise, it will be very difficult to associate your fax with your application.]*

Click "Attach" to upload these documents. A new window will open. Click "Browse" and find the file you want to upload, then click "Upload Your Document." A window that says "File Upload Successful" should appear. Next to the upload list, the notation should change to "Attachment OK."

Note: Depending on the size of the attachment and the speed of your computer's Internet connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

Click on "Tips for Successful Upload" if you encounter any difficulties uploading your file. This document will explain the usual problems with uploading files and will help you through them.

Click "Save and Continue."

Step 7: Complete the Assurances and Certifications

You must accept the assurances and certifications. Enter the correct personal information for the authorized person after you have accepted both documents.

Click the box at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.

Click "Save and Continue."

Step 8: Review the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

Make changes to any portion of the application by clicking on that section along the left side of the screen. Be sure to click "Save and Continue" after making any changes.

Click "Continue" when you are sure that the information is accurate.

Step 9: Submit the Application

A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete," click on the word and it will take you back to the unfinished section. An explanation of what is missing will be at the top of that screen.

Read below the list of components for language indicating that your user ID has not been approved. ***Even if you have completed the application, you will be unable to submit it until CCDO approves your user ID.*** You will receive an e-mail informing you that your user ID has been approved.

Other Reminders:

AUTHORIZED OFFICIAL VS. CONTACT PERSON. All future GMS e-mails regarding the solicitation will go directly to the person identified as the “contact.” The contact person should be the person who will be responsible for seeing the application through the whole process. This is often **not** the same person designated as the “authorized official.”

ELIGIBILITY CONFIRMATION: Applying is at least a two-step process: first, you must be included on CCDO’s list of eligible applicants; second, only after receiving approval of your GMS user identification can you submit your application.

ELECTRONIC FILE ATTACHMENTS: GMS now allows an unlimited number of file attachments to be uploaded. Every Weed and Seed applicant must submit: 1) Budget Detail Worksheet—a single file that includes the Budget Detail Worksheet and the Budget Narrative; 2) Program Narrative—a single file that includes all sections of the narrative, as discussed below; and 3) Other Program Attachments—all applicable other required attachments as outlined in the “What an Application Must Include” section of the solicitation.

B. Program Narrative Instructions and Examples

- 1. Statement of the Problem:** Provide a summary describing the drug and violent crime problems currently affecting the designated site and emerging problems or significant changes in the level of a specific problem, such as gang activity, re-entry of ex-offenders into the community, firearms usage, burglaries, motor vehicle thefts, etc. ALL claims must be substantiated with current statistical data. Also briefly describe the current resource needs and service gaps. Reference the site's OR for specifics and update the statistics where applicable. Statistical data should not be more than 2 years old.

EXAMPLE

Overview of Drug and Violent Crime Activity

The information provided summarizes the criminal activity in the City of Carr and is taken from the *Carr Weed and Seed FY 2000 Official Recognition Strategy*.

The major findings of a recent survey of the Metropolitan Law Enforcement Coordinating Council (MLECC) and Multi-jurisdiction Drug Enforcement Task Force, and the most up-to-date data available on drug price and purity and drug-related health problems indicate illicit drugs are readily available in the three designated neighborhoods of Carr. Cocaine and cannabis continue to be the most visible drugs on the street. Heroin, cocaine, crack cocaine and cannabis were all reported to be readily available in the designated neighborhoods, as was LSD to a lesser degree.

The availability of high quality heroin in Carr has increased, which has resulted in the price decreasing. DEA's Domestic Monitor Program (DMP) reports the availability of all four major types of heroin (Mexican black-tar, Mexican brown heroin, Southwest Asian and Southeast Asian white heroin) in Carr. Further, heroin-related emergency room admissions increased 113% in the Carr area between 1999 and 2002. The majority of those admitted reside in the designated neighborhoods.

Carr is a major receiving and transport area for drugs, particularly cocaine and heroin. The designated neighborhoods are a stronghold for Mexican and Columbian cocaine traffickers, who dominate the distribution markets in the city of Carr and northwest region of the State. Data concerning seizures at Carr International Airport are an indicator of increased trafficking in the State. Between 1999 and 2002, the quantity of narcotics seized by U.S. Customs at Carr International Airport increased from 83.2 pounds to more than 1,378 pounds, with the number of seizures increasing from 148 to 679. While marijuana accounted for the majority of drugs seized by Customs in Carr, the amount of heroin seized during this period increased more than ten-fold, from 6.4 pounds to 66.2 pounds.

Drug Use

Information from drug use prevalence surveys and other sources indicate drug use among Carr's youth in grades seven through twelve have declined from 26.1 percent in 2000 to 22.4 percent in 2001; substance abuse among arrestees, probationers, and prisoners continues to increase; admissions to substance abuse treatment programs for illicit drug abuse increased; the number of reported cases of substance affected births increased more than four-fold between FY1990 and FY2000, however, the number of cases reported fell 7% between FY2000 and FY2001. AIDS has become an epidemic with profound implications for intravenous drug users, their sex partners and children, and the criminal justice community. According to the Carr Department of

Social Services, between July 1997 and June 2002, a total of 155 AIDS cases were reported in the city of Carr. As of June 2002, 52 HIV cases had been verified in the designated neighborhoods, with nearly 30% contracting the infection through Intravenous Drug Use (IDU). In March 2000, only 18% of the cumulative HIV cases were infected through IDU.

Violent Crime

According to information obtained from the Carr 2001 Uniform Crime Reports (I-UCR), victimization surveys, and public health care facilities there are indications that violent crime is no longer escalating in the designated neighborhoods; the number of violent crimes reported to the police may be starting to stabilize or even decrease; however, hospital trauma center admissions for gunshot wounds from the designated neighborhoods are showing a slight increase.

In 2001 there were 2,101 violent Index offenses reported to the police in Carr, an increase of less than 1 percent from 2000. However, preliminary data for 2002, based on 6-month reporting totals, suggest violent crime in the designated neighborhoods may decrease 8 percent during this year. In addition, homicides are down 15 percent through August 2002.

The most frequently reported violent Index offenses in the designated neighborhoods are aggravated assault and robbery. These offenses accounted for 59 percent and 34 percent, respectively, of all violent Index offenses reported to the police in 2001.

Resource Needs and Gaps in Service

Resource needs and gaps in services for specific components of the strategy are delineated below.

Law Enforcement

- Improved crime analysis capability
- Improved evidence collection re: incendiary devices
- Increased funding for vertical prosecution
- Diversion programs for drug offenders
- Alternatives to detention that address unique local needs

Community-Oriented Policing

- Increased police presence in neighborhoods
- Coordinator to oversee community service program
- Automated juvenile case tracking system
- Police/probation teams to monitor probationers

Prevention/Intervention/Treatment

- Parenting skills training/social skills training for kids
- Job placement programs for ex-offenders
- Violence prevention/intervention programs for youthful offenders

- Activities that address the underlining causes of crime (e.g., employment, education, family support)
- Anti-gang, anti-drug, and anti-violence programs
- Drug rehabilitation programs

Neighborhood Restoration

- Home ownership programs
- Income tax assistance
- Code violation enforcement
- Landlord education programs
- Economic revitalization plan
- Code development & implementation

2. Program Design and Implementation

Scope of Work: This section outlines the scope of work for the next 12 months. Out of the 5-year cycle, state what cycle or year the scope of work will encompass. **EXAMPLE:** The Carr Weed and Seed site is embarking upon its 3rd year of activities to support its five year strategy. Also, based upon the analysis provided in the “Statement of the Problem,” for each of the four strategy components separately provide the following:

Summary of each component’s overall Strategy: Using no more than three sentences, state the overall strategy for Law Enforcement, Community Oriented Policing, Prevention, Intervention, and Treatment, Neighborhood Restoration. Under each strategy component summary, provide the following information in a grid format:

Goal(s): Taken from your original Official Recognition Strategy (OR) or revisions thereto. What is the status of this goal? Specify the stage the site is in for achieving/completing this goal.

Objective(s): Taken from your original OR or revisions thereto. What is the status of this objective? Specify the stage the site is in for achieving/completing this objective.

Activity/Task/Project(s): What specifically will be conducted during Year X (enter the year your site is in relative to the 5 year cycle) to achieve said objective. Identify efforts underway and any new efforts or programs, including both Weed and Seed-funded and non-Weed and Seed-funded efforts that will respond to the issue. Emphasis should be placed on activities that represent collaborative efforts among various federally and non-federally funded programs, especially any jointly funded programs, whether or not they are funded under the Weed and Seed Program.

Implementation Plan: When will this activity/task/project begin, and what is the anticipated completion date of this activity/task/project? Name responsible/implementing party for the activity/task/project.

Outcome Measure(s): What standard of measurement will be utilized to assess the progress toward this goal or objective based upon the activity/task/project conducted during this 12-month period? Focus on the **results** (“outcomes”) you intend to achieve and how those results will be objectively measured.

Funding Support: Identify the source(s) of funding to support the activities including non-Weed and Seed funds. Also, identify the section in the budget detail that reflects the Weed and Seed funds allocated in support of the activities.

Grid Example

Summary:

Goal 1	
Status	
Objective 1	
Status	
Objective 2	
Status	
Activity/Task/Project 1	
Implementation Plan	
Outcome Measure	
Funding Support	
Activity/Task/Project 2	
Implementation Plan	
Outcome Measure	
Funding Support	

EXAMPLE

Law Enforcement

Strategy: Law enforcement plans to coordinate with Federal, state, and local law enforcement agencies to combat drug and violent crime in the designated area, reduce gang-related crime, and increase prosecution of crimes committed with a firearm.

Goal 1	Reduce juvenile crime in the designated neighborhood.
Status	Non-violent juvenile crime in the designated neighborhood has decreased 2-5 % yearly since the inception of the Weed and Seed program. However, there were three homicides committed by youth in the designated area during calendar year 2002. This is a 50% increase from calendar year 2001 figures.

Objective 1	Identify and intensify supervision of high risk youth probationers.
Status	A contract to increase the number of hours dedicated to paroled youth in the designated area was entered into with the city parole and probation office during calendar year 2002. Currently, data reflects an increase of 2 hours per youth per month, with each youth receiving a total of 5 hours home visits, one-on-one supervision with parole officer. The recidivism rate amongst the participating youth has decreased 30% over last year's figures. This contract will be renewed during this funding cycle.
Activity/Task/Project	Last year's contract with the city parole and probation office will be renewed and additional criteria added to accommodate the following: Every youth from the designated area who is on probation will receive an education plan and/or vocational plan from their probation officer. The youth will be assigned to an identified institution during school hours. Depending upon the youth's economic condition, youth will be eligible to apply for stay-in-school funding assistance from the State allocated educational fund.
Implementation Plan	The project is scheduled for August 2004 - July 2005. The Parole and Probation Office will oversee the implementation of this project in collaboration with VOSUM Vocational Institution and the Carr School District.
Outcome Measure	Monthly statistics for W & S cases: probation violations, home visits made, attendance records, stay-in-school jobs secured.
Funding Support	The project cost totals \$26,000. Cost will be allocated as follows: Weed and Seed at 10%, Dept. of Corrections at 50%, and 40% from an OJJDP grant awarded to VOSUM Vocational Institution. Budget Detail Section: A3.

If a goal and/or objective has been accomplished, simply state the achievement of said goal or objective. If a goal and/or objective has been revised or omitted, clearly state the reason. Goals and objectives of your OR should be revisited on a regular basis throughout the life of the strategy, and a status of accomplishing those goals should be stated, for they are to be clearly linked to the desired outcomes. Outcome measurements assist in the assessment of your strategy's overall success and where modification to goals and objectives are needed.

3. Capabilities and Competencies

a. Management and Organizational Capability: The discussion must include the following:

- a) A brief statement defining the role and responsibility of the fiscal agency.
- b) A brief statement defining the role and responsibility of the Steering Committee.
- c) **A list clearly identifying each member of the Steering Committee, including name, title, organization, phone number, and contribution to furthering the goals and objectives of the Weed and Seed strategy.**
- d) An organizational chart that includes reporting sequence for site coordinator.
- e) Description of the process by which a program is chosen to be funded, and how decisions are ratified by the Steering Committee [see example below].

EXAMPLE

The Carr Steering Committee has established Policies and Procedures governing the awarding of grant funds. When the Committee receives approval of Weed and Seed grant funds, an announcement of the availability of such funds is made within 30 days to all pertinent agencies and in the local media. The announcement is in the form of a Request for Proposal designed to meet our goals and objectives. Once locals are notified of funding availability, a training session on how to write a grant proposal/application is conducted.

After grant applications are received, they are reviewed and critiqued by the Grant Review Subcommittee. The subcommittee utilizes a critique form that assigns points (totaling 100) to critical elements of an application submission. Such elements include budget, problem statements, goals and objectives, activities and timetables, etc. The Grant Review Subcommittee makes recommendations to either award, deny or table an application. The applications are then forwarded to the full Steering Committee for review and final determination on all grant applications. Each applicant is then notified of the decision of the Carr Steering Committee. Applicants awarded funds receive training for the management of grants.

b. Coordination

The Federal Role: Provide a brief narrative describing the activities the US Attorney's Office and other Federal agencies will lead or participate in.

Collaborations: List and describe the strategy's current collaborations among agencies, organizations, residents, non-profits, and other stakeholders. **The discussion should include whether or not the designated area falls within a Federal, state, or local Empowerment Zone (EZ), Enterprise Community (EC), Renewal Community, Hope VI (HUD), or Brownfields (EPA) area. Additionally, if applicable, please discuss specific coordination with Project Safe Neighborhoods (DOJ), Drug-Free Communities (SAMHSA), and the State Department of Corrections and/or Juvenile Justice Agency in the implementation of the Prisoner Reentry Initiative (PRI) funded in your state.** The summary should include the name of participating agencies/entities, name of agency representative, activities conducted by the agency that contribute to the achievement of Weed and Seed goals and objectives, funding contribution, and in-kind resources.

4. Impact/Outcomes and Evaluation/Performance Measures Data Collection Plan

a. Strategy Assessment: Describe methods to be used for tracking, monitoring, and reporting progress, and evaluating the strategy. Focus on the **results** (“outcomes”) you intend to achieve and how the achievement of each result will be objectively measured and reported in accordance with the performance measures and GPRA requirements. The *Training and Supplemental Materials for 2009 Weed and Seed Continuation Funding Applicants* at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html contains instructions to assist applicants in the preparation and submission of the GPRA.

EXAMPLE

We have contracted with the University of Carr, School of Criminal Justice Research Department, for two part-time graduate students dedicated specifically to evaluating the Weed and Seed strategy. They will collaborate with decision-makers on an ongoing basis to identify and prioritize information needs. To determine the effectiveness of the Weed and Seed strategy, they will ask neighborhood residents questions, for example, about whether they feel more or less safe out alone in the neighborhood during the day? After dark? Compared to the time before the Weed and Seed program was initiated?

In addition, several tools will be designed to monitor and track project outcomes. A Management Information System will be developed to track Part I crimes in the target area. An evaluation report will be compiled at the end of the year. The report will consist of relevant baseline data collected, synthesis of the interviews, other findings, and recommendations. This information will be used to inform the GPRA and reporting on performance measures.

b. Sustainability: There is no guarantee of continuation funding. Therefore, applicants are required to include a statement describing in detail their capacity to continue the strategy after Weed and Seed funds are no longer available. **In addition, Weed and Seed funding applicants are required to identify other funding sources. By the end of the five-year funding eligibility period, leveraged funding should equal or exceed \$875,000.** *Note: This is the same information that sites are required to discuss as “Funding Support” under the Scope of Work for each component, as well as on the Government Performance and Results Act (GPRA) forms each year under the section entitled “Coordinated and Leverage Non-CCDO Weed and Seed Resources.”*

EXAMPLE

Weed and Seed funds are used to supplement the budgets of existing service providers. All projects are required to show, at the time of their application, a plan to acquire funding through other means, as the steering committee’s contribution of Weed and Seed funding to their budgets will be reduced by 25% each year. For example, a program that is fully funded with Weed and Seed funds is required to show in its application for funding its ability to sustain the program at or above the current level the following year with only 75% Weed and Seed funds; the subsequent year 50%; and the 4th year, 25%. By the last year, this program should be fully sustained.

Carr Weed and Seed can leverage a diverse funding base by utilizing, building upon, and expanding funded programming which already exists in the jurisdiction. Many of the partners bring a wide array of in-kind resources in the form of staff and programming, whose operating monies originate from Federal, state, and local funding as well as grants from private foundations and institutions. Leveraged funding dedicated to the Weed and Seed designated neighborhood(s) include, but are not limited to the following:

- \$47,000 in local, CDBG, and private funding for improvements to housing, employment, marketing, and financial services for the Weed and Seed designated area.
- \$100,000 from the Drug-Free Communities Support Program.
- \$50,000 from Communities in Schools to provide after-school programming in the Weed and Seed area.

Total leveraged funding to date: \$197,000

Please bear in mind that this sample budget is designed under the assumption that all items listed will be paid directly by the grantee organization; i.e., a municipality. Non-profit organizations, etc., that serve as fiscal agents need to ensure that all items that are not direct expenditures of the organization are detailed under the Contractual category (section G.). For example, the police overtime costs would not be direct expenditures of a non-profit organization.

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Coordinator	\$35,000/year @ 100%	\$35,000
2) Police Overtime (Joint Task Force)	\$40/hour @ 135 hours	5,400
3) Parole/Probation Overtime	\$40/hour @ 65 hours	2,600
4) Officers (2) for Gun/Drug Detail	4 hrs per day x 4 days per mo. x 2 officers x 12 mos. @ \$37.00 overtime hourly rate	14,208
5) Lieutenant Supervisor	4 hrs per day x 3 days per mo. x 12 mo. @ \$43.00 overtime hourly rate	6,192
6) Community Outreach (civilian)	4 hrs per day x 5 days per week x 52 wks @ \$6.87 per hour	7,140
7) Code Enforcement Officer	\$36,000/year @ 35%	12,600 (match)
8) Administrative Support – Financial	\$16/hr X 20 hrs/mo. X 12 mos.	3,840 (match)
TOTAL:		<u>\$ 86,980</u>

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation. (Note: Explain what is included in the benefit package and at what percentage.)

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Coordinator	\$35,000 x 18.55%	\$6,493
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
2) Law Enforcement Overtime	\$25,800 X 8.7%	2,245 (match)
FICA	@ 6.2%	
Worker's comp	@ 2.0%	
Unemployment	@ 0.5%	
3) Code Enforcement Officer	\$12,600 X 18.55%	2,337 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
4) Administrative Support – Financial	\$3,840 X 18.55%	712 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker comp	@ 2.0%	
Medical Tax	@ 1.45%	
TOTAL:		<u>\$11,787</u>
Total Personnel & Fringe Benefits:		<u>\$98,767</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Weed and Seed Workshops and Conferences (Type and number to be determined by CCDO)				
1) CCDO-sponsored conferences:		2 people (1 Coordinator or other site rep., 1 Law Enforce. rep.) @ \$1000/trip x 3 trips		\$6,000
		Air fare	\$500/trip	
		Hotel	\$100/night x 3 nights = \$300	
		Per Diem	\$40/day x 4 days = 160	
		Incidentals (taxi cabs, etc.)	\$40/trip	
		Total	\$1,000	

2) Regional/Statewide Meeting: 3 people @ \$500/ trip x 1 trip	1,500
Mileage/airfare not to exceed 300 miles x \$0.325/mi. x 2 ways = \$195	
Hotel \$92.50/night x 2 nights = \$185	
Per Diem \$40/day x 3 days = \$120	
Total \$500	

TOTAL: \$7,500

D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1) Computer for coordinator		\$ 1,000
2) Printer		\$ 300
3) Computers for Learning Center	(10 computers @ \$1,000 per unit)	\$10,000
4) Color printer for Learning Center		\$ 500
5) Software for Learning Center		\$ 1,000
6) Laptop Computers for Police Officers (Joint Task Force) (2 @ \$2,000 ea.)		\$ 4,000
7) Printer for Police Computer (Joint Task Force)		\$ 500
8) Video Camera for Police Officers (Joint Task Force)		\$ 1,400
9) Bicycles for Community Policing unit (Joint Task Force) (5 x \$2,000 ea.)		\$10,000
10) Digital/Cellular Telephones for Citizen Police Academy (10 x \$50 ea.) (Joint Task Force)		\$ 500
11) Crime Mapping Software (Joint Task Force)		\$ 3,140
12) Tables for Computer Lab at Safe Haven (10 tables @ \$160/ea.) (match)		\$ 1,600
13) Chairs for Computer Lab (10 @ @\$60/ea.) (match)		\$ 600
14) Storage units for Computer Lab (2 @ \$618/ea.) (match)		\$ 1,236
TOTAL:		<u>\$35,776</u>

NOTE: Equipment purchases all relate back to the program narrative which supports purchases. The purchase must adhere to the equipment funding policy in the solicitation.

E. Supplies - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Office Supplies	\$142.25/month @ 12 months	\$1,707
File folders and accessories @ \$15 each		
Rollerball Pens @ \$10 per pack		
Microcassette tapes @ \$30 each		
Printer cartridges @ \$40 each		
Multipurpose copy paper @ \$30		
Misc items @ \$17.25 (e.g., scissors, staples, correction fluid, paper clips, glue, tape, markers)		

2) Gun Law Enforcement Program Supplies	\$133.33/month @ 12 months	\$1,600
Scissors, staples, correction fluid, paper clips, glue, tape, markers, pens, pencils		
3) Video Surveillance Supplies (Joint Task Force)		\$ 50
Video Camera Film		
4) Public Relations Materials for community outreach efforts		\$3,000
Gun Law Enforcement Program		
Water Bottles	500 @ \$2.55	\$1,275
Bubble Pen on a Rope	500 @ \$1.45	\$ 725
Cube Note Pads	500 @ \$2.00	\$1,000
5) Weed and Seed Publications:		\$2,000
a. Flyers to inform community of services available at Safe Haven	2,000 @ .50 each	\$ 1,000
b. Neighborhood Watch flyers, booklets to inform Community about upcoming meetings, crime alerts, protective measures	2,000 @ \$.50 each	\$ 1,000
6) DEFY Supplies for 50 youth (match)		\$10,000
Meals/Snacks	50 youth & 20 staff @ \$80/ea	\$5,600
Materials	50 youth @ \$15 each	\$1,000
T-shirts	50 youth & 20 staff @ \$15/ea	\$1,050
Graduation	50 youth & parents	\$ 450
Graduation Materials	50 trophies @ \$20/ea	\$1,000
Phase II	9 meetings @ \$100/ea	\$ 900
TOTAL:		<u>\$18,357</u>

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
NOTE: Construction, renovations, demolitions, repairs of any kind, or any related materials are not allowable with Weed and Seed funds.		
TOTAL:		<u>\$0</u>

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. **Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.**

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
1) Safe Haven	\$15,000 Computer Instructor (\$11.10/hour x 26 hours/wk x 52 weeks)		
	\$14,000 Community Outreach Training (\$14/hour x 20 hours/wk x 50 wks)		
	\$ 8,000 Tutors (\$16/hour x 10 hours/wk x 25 weeks x 2 tutors)		\$37,000
2) Copying Service for Newsletter	4 pages x 1000 copies 5 times per year @ .05 per copy		\$ 1,000
3) Internet Service Provider (annual fee)			\$ 1,000
	Additional Internet site—annual fee (Joint Task Force)		\$ 170
4) Crime Analysis and Mapping (Joint Task Force)			
	\$5,200 Data Entry Personnel (\$20/hour x 5 hours/wk x 52 weeks)		\$ 5,200
5) Automobile lease for undercover vehicle (Joint Task Force)			
	(\$600/month x 12 months) (Undercover police cars are leased)		\$ 7,200
TOTAL:			<u>\$51,570</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
1) Buy Money (Joint Task Force)		\$10,000

Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. The **Confidential Funds Certification** must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, Chapter 8: Confidential Funds."

2) Office Space Rental (Joint Task Force)	
\$1.50/sq. foot x 400 sq. feet: \$600/month @ 12 months	\$ 7,200
3) Monthly Service for Citizen Police Academy Cellular Phones	
\$50/mo. x 12 mos. x 10 phones	\$ 6,000
4) Space for Computer Lab at Safe Haven	\$19,500
(match)	
\$2.50/sq. foot X 650: \$1,625/month @ 12 months	
5) Utilities for Safe Haven	\$12,000
(match)	
\$2,000/month @ 12 months	
TOTAL:	<u>\$54,700</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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NOTE: Indirect and/or administrative costs in excess of 10% of the grant are not allowable with Weed and Seed funds.

TOTAL: \$ 0

Weeding/Seeding Budget Summary (Federal Request Only)

	<u>SEED</u>	<u>WEED</u>
<u>Budget Category</u>	<u>Core</u>	
A. Personnel	\$35,000	\$35,540
B. Fringe	\$ 6,493	\$0
C. Travel	\$ 4,000	\$ 3,500
D. Equipment	\$12,800	\$19,540
E. Supplies	\$ 2,707	\$ 5,650
F. Construction	\$0	\$0
G. Consultants/Contracts	\$39,000	\$12,570
H. Other	\$0	\$23,200
I. Indirect Costs	<u>\$0</u>	<u>\$ 0</u>
TOTAL FEDERAL COSTS	\$100,000	\$100,000

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Federal Request</u>	<u>Non-Federal Match</u>	<u>Total Budget</u>
A. Personnel	\$ 70,540	\$ 16,440	\$ 86,980
B. Fringe	\$ 6,493	\$ 5,294	\$ 11,787
C. Travel	\$ 7,500	\$ 0	\$ 7,500
D. Equipment	\$ 32,340	\$ 3,436	\$ 35,776
E. Supplies	\$ 8,357	\$ 10,000	\$ 18,357
F. Construction	\$ 0	\$ 0	\$ 0
G. Consultants/Contracts	\$ 51,570	\$ 0	\$ 51,570
H. Other	<u>\$ 23,200</u>	<u>\$ 31,500</u>	<u>\$ 54,700</u>
TOTAL DIRECT COSTS:	\$200,000	\$ 66,670	\$266,670
I. Indirect Costs	\$ 0	\$ 0	\$ 0
TOTAL PROJECT COSTS:	\$200,000	\$66,670	\$266,670
Federal Request	\$200,000		
Non-Federal (Match)	\$ 66,670		

D. Sample Budget Narrative

The purpose of the Budget Narrative is to present clear justification for all expenses outlined in the Budget Detail Worksheet. Thorough justifications ensure timely processing of grant applications. Narratives should address each of the major cost categories (e.g., personnel, fringe benefits, travel, equipment, supplies, and consultants). Applicant should provide brief descriptions of the duties of all positions, justify all equipment purchases, and explain how contracts will help achieve goals and objectives of the Weed and Seed approved strategy.

The Budget Narrative should explain costs in terms of why the costs are attributed to the grant. Pursuant to the Program Narrative, the applicant should define the activity or task the costs support, identify the resource need or gap in service the costs will fulfill, i.e., personnel costs such as overtime - - what goal/objective/activity are overtime dollars supporting? Do not simply restate the cost for that is evident in the budget detail, but justify the cost.

Personnel (\$86,980)

- 1) A request of \$35,000 will cover personnel costs for the full-time Weed and Seed Coordinator.
- 2) A request of \$5,400 will cover the cost of overtime for Officers involved in a Joint Law Enforcement Operation within the designated area for the purpose of apprehending individuals involved in illegal drug trafficking and violent crime.
- 3) A request of \$2,600 will assist in the cost incurred to increase supervision of youth on parole/probation.
- 4) A request of \$14,208 will cover the cost of overtime for 2 officers working 4 days per month for 12 months. These officers will be a part of the Gun Law Enforcement effort that will work a gun/drug detail car to provide enforcement and interdiction efforts within the designated area.
- 5) A request of \$6,192 will cover overtime costs of 4 hours for 3 days per month of the Lieutenant Supervisor who will be responsible for hands-on coordination and project direction.
- 6) A request of \$7,140 will cover the cost of 4 hours per day, five days a week (20 hours) x 52 weeks for a community outreach worker to interact and determine the needs of the community and to design programming efforts in response to those needs.
- 7) A match amount of \$12,600 will cover the personnel cost for one Code Enforcement Officer who will dedicate 35% of their time on code enforcement efforts within the designated area.
- 8) A match amount of \$3,840 will cover the personnel cost for one Financial Analyst who will spend 20 hours a month for 12 months completing financial reports and overseeing accounts payable/receivable for the Weed and Seed grant.

Fringe (\$11,787)

- 1) A request of \$6,493 will cover the fringe benefits for the Weed and Seed Coordinator at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 2) A match amount of \$2,245 will cover the fringe benefits for the law enforcement overtime

(Joint Task Force, Gun/Drug Detail, Lt. Supervisor) at a rate of 8.7%. A breakdown of the rate is included in the Budget Detail Worksheet.

3) A match amount of \$2,337 will cover the fringe benefits for the Code Enforcement Officer at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

4) A match amount of \$3,840 will cover the fringe benefits for the Financial Analyst at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

Travel (\$7,500)

A request of \$7,500 to cover the costs to travel to Weed and Seed conferences and meetings. We estimated the cost of CCDO-sponsored conference travel to be approximately \$1,000 per trip, with two people in attendance of a total of three trips (\$1,000 x 2 people x 3 trips). For one regional/statewide meeting, we estimate \$500 per person, with three people traveling (\$500 x 3 people x 1 trip). We realize that prior to any travel, the site needs pre-approval by CCDO. These estimated trips include representation by one law enforcement officer per trip.

Equipment (\$35,776)

1) A request of \$2,000 for a computer (\$1,000) and printer (\$300) for the Weed and Seed Coordinator to conduct Weed and Seed business via e-mail, Internet, etc, to help prepare required reports to the Office of Justice Programs, and to prepare newsletters for residents in the designated area.

2) A request of \$11,500 is made to cover costs for supplying the computer lab with 10 computers at \$1,000 each, one printer (\$500) for the lab, and educational software (\$1,000). This will be used by both children and adults for various trainings and educational purposes to include the GED program, job readiness and resume building, and tutorial typing simulations.

3) A request of \$4,500 for 2 laptops (\$2,000 ea.) and printer (\$500) for the Officers involved in the Joint Law Enforcement Task Force to document illegal drug activity and file field reports.

4) A request of \$1,400 for a Digital Video Camera for the operation and implementation of the Joint Law Enforcement Task Force during surveillance operations of suspected illegal drug activity.

5) A request of \$10,000 for the purchase of 10 police equipped bicycles for the Community Policing Bicycle patrol unit. The increased visual presence will aid in building relationships with community residents.

6) A request for \$500 for the purchase of 10 Digital/Cellular Telephones to be used by members of the Citizen Police Academy. The Participants will use the telephones to report crimes to Community Policing Officers assigned to the designated area. The telephones will provide the community with a direct link to the Police Department in an effort to dispel the myth that Police Officers are not easily accessible.

7) A request for \$3,140 for implementation and operation of a crime mapping program to identify and target hot spots in the target area.

8) A match amount of \$1,600 will cover the cost of 10 workstations for the Safe Haven computer lab.

9) A match amount of \$600 will cover the cost for 10 chairs for the computer lab in the Safe Haven.

10) A match amount of \$1,236 will cover the cost for 2 storage units that will be housed at the Safe Haven computer lab.

Supplies (\$18,357)

1) A request of \$1,707 will be to cover supply costs for the Coordinator and the Weed and Seed office.

2) A total of \$1,600 will cover office supplies for the Gun Law Enforcement Program.

3) A total of \$50 will be for the Joint Law Enforcement Task Force - Video Surveillance materials.

4) Public relations materials in the amount of \$3,000 will cover community outreach efforts of the Gun Law Enforcement Program.

5) Weed and Seed publications in the amount of \$2,000 will be used to inform the community of Safe Haven services, Neighborhood Watch flyers and booklets to inform the community of upcoming meetings, crime alerts, and protective measures.

6) A match amount of \$10,000 will cover the cost to conduct a DEFY program (Phases I & II) for 50 youth from the designated area and 20 staff. This amount will cover meals/snacks (\$5,600), program materials (\$1,000), camp shirts (\$1,050), graduation refreshments (\$450), graduation trophies (\$1,000), and Phase II meetings (\$900).

Contractual (\$51,570)

A request of \$37,000 for Safe Haven activities is requested. The Computer Instructor will conduct computer training in the computer lab. The Community Outreach Trainer will develop a curriculum for Community Outreach and train neighborhood associations on the curriculum. The Tutors (2.5) will tutor children at the Safe Haven after school daily. Internet service will be provided to the 11 computers in the amount of \$1,000. Copying service for Weed and Seed newsletter is budgeted at \$1,000.

Internet service will be provided for the Joint Law Enforcement Task Force to run an individual secure server in the amount of \$170. A contract between the local University for Data Entry of Crime Statistics will be in the amount of \$5,200. The data entry personnel will free officers of daily tasks of data entry. The increase in patrol time will help to create the increased presence of police officers in the designated area.

A request of \$7,200 will be used to cover the lease of an undercover vehicle for use by the Task Force in drug enforcement activities. The lease will enable the Task Force to change the vehicle periodically to ensure the integrity of the undercover operations.

Other (\$54,700)

1) Buy Money will be used by the Joint Law Enforcement Task Force to implement and operate the undercover Drug task force (\$10,000). Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. **The Confidential Funds Certification must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, Chapter 8: Confidential Funds."**

- 2) Office space will be needed for the Joint Law Enforcement Task Force (\$7,200). The nature of an undercover task force causes the need for separate meeting space to ensure the integrity of the operation is not compromised (\$600 per month for 12 months).
- 3) A request of \$6,000 will cover one year's cost of base monthly service for the 10 Citizen Police Academy cellular phones.
- 4) A match amount of \$19,500 will cover the cost for renting space at the Safe Haven for the computer lab (\$1,625/month for 12 months).
- 5) A match amount of \$12,000 will cover the costs for utilities for the entire Safe Haven facility (\$2,000/month for 12 months).

E. FY 2009 Technical Assistance (TA) Assessment

CCDO offers an array of TA services and Training to Weed and Seed communities to assist with successful implementation of the strategy. This form must be completed to assist CCDO in assessing the TA needs in Weed and Seed communities. CCDO will use the information provided to plan appropriate TA and training services.

1. Site Name _____ City/State _____ Site ID _____

2. Are designated area residents involved in developing your goals and activities?

Yes____ No____

3. Does your site currently have sufficient resources available to achieve your goals?

Yes _____ No _____

If no, please provide a brief explanation:

4. In what areas of your strategy do you need additional resources to address?

Circle all that apply.

A. Steering Committee Organization (*including site coordinator and sub-committee training/TA*)

B. Prevention, Intervention and Treatment Strategies

C. Coordination of Resources

D. Law Enforcement

E. Community Policing

F. Sustainability

G. Economic Development

H. Neighborhood Restoration

I. Financial Management

J. Youth

K. Other (specify) _____

5. Please provide a brief description of the challenges identified in question #4, if any.

6. Please indicate the type of technical assistance your site has been provided by CCDO and the date(s) received?

N/A_____

7. Is your site interested in Peer Mentoring? Peer Mentoring is a TA service that CCDO started in 2005 to assist Weed and Seed sites in coordinating with other sites and coordinators that have been successful in implementing the strategy.

Yes ____ No ____

8. Has the site coordinator and/or the Steering Committee members participated in CCDO-sponsored trainings within the last 2 years? Yes ____ No ____

If yes, circle the relevant topic(s).

- A. Community Sustainability Institute
- B. Coalition Building
- C. Economic Development
- D. GIS Training and Crime Mapping
- E. Place-Based Training
- F. Site Coordinators Training
- G. Youth Development
- H. Working Effectively in and/or with Indian Tribes
- I. Other _____

F. Site Summary

Each main heading of the Site Summary should be all caps, bold and underlined. Subtitles should be all caps, bold, in italics. Please try to use 12 pt. Times New Roman font. The summary should be organized as follows:

1. Site Name, City, County, and State
2. Background:
 - When the site was initiated and received Official Recognition
 - Description of the Designated (Target) Area: **SPECIFY THE COUNTY AND CITY/TOWN IN WHICH THE SITE IS LOCATED, AND SPECIFY WHETHER THE SITE'S LOCATION IS A RURAL AREA OR FEDERALLY RECOGNIZED AMERICAN INDIAN/ALASKAN NATIVE TRIBAL AREA**; also include street names, census tracts, and any other identifier such as police district, etc.
 - Whether and how the initial designated area has been expanded
 - Organizational Structure (describe Steering Committee and Subcommittees)
3. Overall Strategy Goals for each component:
 - Law Enforcement
 - Community Policing
 - Prevention/Intervention/Treatment (*including Safe Haven name(s), location(s), and programs*)
 - Neighborhood Restoration
4. Special Initiatives and/or Other Federally-Funded Programs
5. Evaluations Completed or Underway/Evaluation Plans

G. 2009 NATIONAL DIRECTORY UPDATE

PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION FOR THE FOLLOWING REPRESENTATIVES:

DATE: _____ NAME OF SITE: _____ SITE ID# (from site list): _____

UNITED STATES ATTORNEY	GRANTEE OFFICIAL POINT OF CONTACT
Name: Title: District: Address: Phone: Fax: E-Mail:	Name: Title: Agency: Address: Phone: Fax: E-Mail:
USAO CONTACT	DAY-TO-DAY COORDINATOR
Name: Title: Agency: Address: Phone: Fax: E-Mail:	Name: Title: Agency: Address: Phone: Fax: E-Mail: _____ (Important)
LAW ENFORCEMENT CONTACT	DEA CONTACT
Name: Title: Agency: Address: Phone: Fax: E-Mail:	Name: Title: Agency: Address: Phone: Fax: E-Mail:

Definitions

- 1) **United States Attorney** - current United States Attorney serving the site's district.
- 2) **USAO Contact** - contact person at the U.S. Attorney's Office who provides assistance and support to the Weed and Seed site (e.g., LECC, Assistant U.S. Attorney, etc.)
- 3) **L.E. Contact** - person administering the law enforcement strategy in the designated area (e.g., Chief of Police or other law enforcement officer)
- 4) **Grantee Official Point of Contact** - person authorized to enter into grants/contracts for the agency and who is to be contacted on official matters involving this application (e.g., person who signs the application).
- 5) **Day-to-Day Coordinator** - person who handles the day-to-day operations and administrative requirements of the Weed and Seed strategy (e.g., coordinates Seeding and Weeding elements, prepares progress reports, organizes steering committee meetings, has continuous contact with CCDO on matters involving the grant and budget, etc.)
- 6) **DEA Contact** – Drug Enforcement Administration representative serving on the Weed and Seed Steering Committee who provides support to the Weed and Seed site.
- 7) **(Please attach a separate sheet with additional names if necessary).**

H. Mini-Grant Guidance

Sites intending to award mini-grants (sub-grants) must ensure that those mini-grant awards will be made for **criminal justice purposes**. Mini-grants made for anything other than criminal justice purposes will be deemed unallowable expenses. There is a special condition attached to all awards outlining this policy.

Allowable mini-grant programs are those that prevent or deter criminal behavior or activity. Such programs involve law enforcement, the judiciary, corrections, and probation directly involved in the apprehension, prosecution, defense, sentencing, incarceration, supervision, and treatment of those suspected of or charged with criminal offenses.

Allowable Mini-grant Programs

- Law Enforcement Initiatives
 - ▶ Anti-gang/anti-drug law enforcement task forces
 - ▶ Projects that investigate and convict Part I crimes
 - ▶ Anti-gun initiatives
- Community Oriented Policing Projects
 - ▶ Interactive projects involving both the community and the police
 - ▶ Code Enforcement
- Suppression activities geared toward eradicating communities of prevalent street crime (i.e., prostitution, armed robbery, car-jacking)
- Adjudication and/or Court-based Projects
- Substance Abuse Treatment Programs for individuals under the supervision of the court

Unallowable Mini-grant Programs

- To determine the application of the mini-grant policy, consider the intended population served by the program. For example, safe haven and neighborhood restoration programs that are not designed for the purpose of serving formerly incarcerated adults or detained (juvenile detention) youth are unallowable programs.

Prior Approval

All Mini-grant Request for Proposals (RFP) must be submitted to the CCDO Program Manager for review and approval prior to public issuance. Any mini-grant awarded under a RFP that has not received prior approval is in direct violation of the Award Special Condition.

I. Law Enforcement Base Pay Justification

CCDO is clarifying its existing policy for non-allowance of funds for base pay for sworn law enforcement patrol officers. CCDO does not allow use of its funding for law enforcement base pay. However, on a case-by-case basis we will consider allowing Weed and Seed funding to be used for sworn law enforcement patrol officer base pay when the following minimum criteria are demonstrated by applicants:

- 1) Use of federal funds does not supplant existing state, local or tribal law enforcement funding; and
- 2) Size of the proposed site jurisdiction's sworn law enforcement force is below nationally established norms; or,
- 3) Number of sworn law enforcement officers per square mile is below national norms for rural communities.

Applicants meeting the above must in addition provide a justification which covers why they are below nationally established norms (see justification guidance below).

Required Justification

The following information must be provided in a justification for use of Weed and Seed funding for servicing sworn law enforcement patrol officer base pay requests:

- Clear evidence that such use of funds is critical to the success of goals,
- Evidence that the request supports a major component of the applicant's Weed and Seed Community Strategy.
- An Authorized vs. Actual Sworn Officer/Deputy Staffing Chart.

In providing the justification, the applicant should consider describing and providing information related to:

Law Enforcement Capacity:

- Law enforcement force staffing configuration
- Full vs. part-time sworn law enforcement officer staffing in the proposed site
- Strength of the servicing sworn law enforcement officer patrol component answering calls for service and/or interacting with the citizenry (Detective force may be included only if they are utilized)
- Servicing sworn law enforcement officer patrol staffing vs. geographic area
- Servicing sworn law enforcement officer patrol staffing vs. site population
- Law enforcement response times
- Current arrest powers or other arrangements in place/available (i.e., security contracts or citizen/cadet units)
- Law enforcement officer safety
- Citizen satisfaction survey information related to response rates and crime resolutions

Current Activities to Fill Gaps in Service:

- What is being done?
- Why this is insufficient?

Sustainability Plan

- What is the proposed sustainability plan after Weed and Seed funding?
(NOTE: Continuing applicants in years 3 through 5 must identify in justifications what their plans are for sustaining and funding requested law enforcement officer base pay after Weed and Seed funding subsidies).

Reference for Law Enforcement Officer to Population Ratios:

“Local Police Departments, 2003,” Matthew J. Hickman, Ph.D. and Brian Reaves, Ph.D., Bureau of Justice Statistics, U.S. Department of Justice. *Presents data collected from a representative sample of local police department nationwide on a variety of agency characteristics based on the 2003 Law Enforcement Management and Administrative Statistics (LEMAS) survey.*

<http://www.ojp.usdoj.gov/bjs/pub/pdf/lpd03.pdf>

J. SAMPLE WEED AND SEED STEERING COMMITTEE POLICIES AND PROCEDURES

Article I - Name

The name of this program shall be The Model Weed and Seed Program. The area that will be targeted for this program is located within the Model Community and is bounded by Chap, Band, Stick, Sprint, Neal and Deal Streets.

Article II - Mission and Purpose

The purpose of Model Weed and Seed is to unite its residents, law enforcement organizations, civic, community and other organizations and to promote the strategic plan, programs, goals, objectives and milestones of our Weed and Seed strategy; to encourage members to render services that are beneficial to the said purpose of our community, and to cooperate with other organizations performing similar services of benefit within our community.

Article III - Governing Body

Section 1: Governing Body. The Model Weed and Seed program shall be overseen by a Steering Committee. This group will plan, coordinate, implement and finalize the overall direction of the program. It will include key representatives from public and private organizations as well as representatives from the neighborhood that offer commitments to the goals and objectives stated in the current grant. A Memorandum of Agreement will represent all organizations involved. This group will also oversee strategy-related activities of the Site Coordinator, who will serve as staff to the Committee. Matters of policy and decision-making concerning the direction of the program will always include the full Steering Committee. The Steering Committee will also assess the achievements and evaluate the effects of program implementation as required by the Department of Justice's Executive Office of Weed and Seed.

Sub-section 1(a). Steering Committee Member Responsibilities. All public and private organizations affiliated with Model Weed and Seed will advocate for the project goals and objectives, as well as abide by the purpose and policies of this Steering Committee. Each individual Steering Committee Member will commit to: actively participate in and promote Weed and Seed activities in the target area; assist the Weed and Seed Coordinator with raising funds; represent the needs and resources of the community and bring forth issues, concerns, feedback and recommendations for programs, policy and overall direction consistent with the Mission Statement and current grant proposal of the Model Weed and Seed; and, meet as required with the complete steering committee

Section 2: Membership. Model Weed and Seed Steering Committee shall be composed of representatives committed to implementing its Weed and Seed strategy within its community. The membership of the Steering Committee shall not exceed forty (40) members. Members shall not receive nor be paid any compensation for serving as members of the Weed and Seed Steering Committee.

Sub-section 2(a): Addition of Members. Persons recommended to the Steering Committee shall be selected by the entity or organization being represented. The recommendation must be made in writing. Additional members may be accepted as follows: Organizations may petition the Steering Committee for membership in writing. After proper notification to active Steering Committee members (minimum 30 days) the petitioning member may be voted in at the next regular Steering Committee meeting.

Additional members must receive a minimum of 2/3 affirmative votes from the quorum present.

Sub-Section 2(b). Membership Commitment. All agency, group, and organization memberships are contingent upon entering into a signed Memorandum of Agreement from an authorized body or board of the organization to be a member of the collaboration.

Section 3: Composition. The Steering Committee shall consist of representatives from the following agencies, civic, governmental and business organizations (Mandatory members are identified in bold font).

U.S. Attorney (USA)
Mayor (City Government Official)
Law Enforcement (Police/Sheriff)
Community Residents
Drug Enforcement Administration (DEA)
Housing Authority
Model Public Schools
City Department of Juvenile Justice
County Commission Representative(s)
U.S. Customs and Border Protection
Alcohol, Tobacco, Firearms and Explosives
State Bureau of Investigation
City Planning Commission
State Planning Office
District Attorney
Public Defender
Department of Social Services
Private Social Service Agencies
Boys & Girls Clubs
United Way

Local Businesses
Parks & Recreation Commission
Civic Organizations
Chamber of Commerce
Federal Bureau of Investigation
City Council Representative(s)
Not for Profit Organizations

Sub-section 3(b). Community Resident Representation. In order for the program to maintain its resident driven focus, forty percent (40%) of the Steering Committee members will be residents of the Model community. Residents serving on the Steering Committee will be grassroots representatives and not individuals serving in official capacities (e.g., government employees, legislator). If a resident is serving in an official capacity on the Steering Committee, the individual will be identified as a representative of the organization for which he or she works rather than as a resident representative on the Steering Committee.

Section 4: Election of Officers. The Steering Committee will hold an election to select its Chairman. The Chairman will serve a two (2) year term. Nominations for the office of First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer shall be submitted by a nominating committee and nominations may also be made from the floor, by any member at the December annual meeting of the Steering Committee. Elections will take place at the December annual meeting.

Sub-section 4(a): Duties of Officers. The duties of each Officer are as follows:

Chair. He/She will be responsible for the general and active management of the business affairs of the Weed and Seed Steering Committee. The Chair shall have the power to perform any necessary duties relevant to this position and shall preside at all meetings of the members.

First Vice Chair. He/She shall perform the duties the Chair prescribes. If however, the Chair is absent or unable to fulfill her/his duties, the First Vice Chair shall perform the duties.

Second Vice Chair. She/He shall perform the duties the Chair prescribes. If however, the First Vice Chair is absent or unable to fulfill her/his duties, the Second Vice Chair shall perform the duties.

Secretary. She/He shall review, sign, and present the minutes from each meeting to the Weed and Seed Steering Committee.

Treasurer. She/He shall review, sign and present program fiscal reports to the Weed and Seed Steering Committee.

Section 5: Suspension or withdrawal of Membership. Any member may be removed from the Steering Committee for willful misconduct or by a two-thirds (2/3) vote from the quorum present.

Section 6: Vacancies and Absences. Should a vacancy occur, the respective agency shall nominate, in writing, a replacement to the Steering Committee. Written nominations will also be accepted from current members and program partners. A Steering Committee member who misses three (3) consecutive meetings without notifying the Weed and Seed Coordinator will be automatically removed from the committee and not permitted to attend meetings unless a formal request is presented in writing.

Section 7: Voting. Each active Steering Committee member shall have one vote on the Steering Committee including the U.S. Attorney and the DEA representatives. Voting privileges will be balanced between local government, law enforcement, residents, and community based organizations to the best of the Committee's ability, to ensure that no one entity dominates the program. The majority vote shall govern the implementation of policies, programs and changes of the Steering Committee, except as otherwise provided by the policies and procedures.

Section 8: Quorum. A Quorum shall exist when a majority (50% + 1) of the Steering Committee is present. Written proxies may be counted to establish a quorum. A simple majority vote of those present shall validate Steering Committee action.

Sub-section 8(a). The Steering Committee may propose, study, adopt or approve policy and procedure changes through a two-thirds (2/3) vote. A policies and procedures change or amendment will be made as long as it is announced and recorded at the previous meeting, noted in the agenda, and distributed at least one week in advance of the next scheduled meeting of the Steering Committee. Amendments become effective immediately upon the approval of the Steering Committee.

Section 9: Meetings. A written notice of the time and place of the meetings of all steering committee and sub-committees shall be provided to all members in good standing. It is the responsibility of all chairpersons to notify the Weed and Seed Coordinator at least ten (10)

calendar days prior to a scheduled meeting to give ample time to send reminders. Copies of all minutes need to be forwarded to the Weed and Seed Coordinator within two (2) weeks after a scheduled meeting so they can be sent out. All respective committees shall follow these procedures.

Section 10: Conflict of Interest. The Conflict of Interest Policy and Disclosure Statement of Model Development Corporation shall be incorporated, except for the following exceptions.

Sub-section 10(a). Individuals that serve on the Steering Committee as an agency representative of a non-profit or government agency cannot receive individual funding from Weed and Seed funds, but may receive funding for the agency to promote their contribution towards the Weed and Seed goals and objectives.

Sub-section 10(b). If a question arises regarding someone's possible conflict of interest, the Model Weed and Seed Conflict of Interest Sub-Committee will make a decision. This committee shall have charge of determining the existence or non-existence of conflicts of interest with individuals and entities that are affiliated with Model Weed and Seed Project.

Section 11: Roberts Rules of Order. The rules contained in Roberts Rules of Order shall govern all proceedings of the Steering Committee and all sub-committees, except as provided by the regulations herein or Model Development Corporations Code of Regulations.

Article IV - Administration

These policies define the responsibilities of the Weed and Seed Coordinator, the Steering Committee and all the sub-committees.

Section 1: Grantee/Fiscal Agent. The Model Development Corporation agrees to serve as the fiscal agent for the Model Weed and Seed program. In this role the fiscal agent shall:

1. Be the recipient of all Federal, state, and other grant monies generated by and directed to the Weed and Seed strategy unless otherwise agreed upon by the Steering Committee.
2. Provide fiscal management and oversight as required by the Department of Justice.
3. Provide staff to fill the position of Weed and Seed Coordinator according to the levels and qualifications established by the Department of Justice, Executive Office of Weed and Seed and the Weed and Steering Committee.
4. Provide office space and supplies for the Weed and Seed Coordinator as well as supervisory and administrative support.
5. Provide staff time for community organizing, community development and housing rehabilitation and development.

Section 2: The Weed and Seed Site Coordinator. The Model Weed and Seed Program will be administered by a Weed and Seed Coordinator hired by the Personnel Sub-Committee of the Weed and Seed Steering Committee. The Coordinator will:

1. Report to the Steering Committee, but will be supervised by the Executive Director of Model Development Corporation and the Chair of the Weed and Seed Steering Committee.
2. Be hired by the Personnel Sub-Committee of the Weed and Seed Steering Committee, with input from the Model Development Corporation. All Model Development Corporation personnel policies will be followed in regard to hiring and termination.

3. The salary of the Coordinator will be based upon a comparable rate as determined by the fiscal agency's human resource policies and through regular evaluation performances.

Sub-section 2(a): Site Coordinator Responsibilities. The Weed and Seed Site Coordinator's primary responsibilities shall include:

1. Coordinates committee meetings and projects.
2. Notify all committee members in writing of upcoming meetings.
3. Assists with the identification and application for alternative sources of funding.
4. Serves as liaison with participating organizations.
5. Reports to the Steering Committee and all Sub-Committees.
6. Submits required reports and budget forms to the Executive Office of Weed and Seed.
7. Attends Weed and Seed conferences and other related conferences.
8. Serves as liaison with other Weed and Seed sites.
9. Coordinates training programs as needed.
10. Oversees all steering committee projects as assigned.
11. Oversees process evaluation of all programs.
12. Oversees public relations/outreach campaign developed by the Marketing Sub-Committee.
13. Other duties as determined by the Steering Committee, its Chair, or the Executive Director of LDC.
14. Supervises other program staff.

Sub-section 2(b). Model Development Corporation and the Model Steering Committee will regularly review the Coordinator's job performance and duties to determine if additional staff assistance is necessary to successfully fulfill said duties.

Section 3: Sub-committees. Sub-committees of the Steering Committee are to meet when necessary or as directed by the Steering Committee. All sub-committee members, which may include representatives from agencies and organizations not represented on the Steering Committee, will have a specific interest in carrying out program goals and objectives as stated in the site's current grant proposal. Each sub-committee will provide a regular report of its activities at each meeting of the Steering Committee.

Sub-section 3(a): Standing Sub-committees. The standing committees of the Model Weed and Seed Steering Committee shall include:

Membership, Nominating and Policies/Procedures. These sub-committees are chaired by the First Vice Chair and each sub-committee is to be limited to five (5) members.

Operations. This sub-committee monitors strategy implementation in effort to track goal achievement, reviews available resources to achieve strategy, assists in general program planning efforts. This sub-committee provides regular assistance and support to the Weed and Seed Site Coordinator in the preparation of program reports and grant applications. This committee will be chaired by the Steering Committee Chair.

Marketing. This sub-committee is responsible for developing the program public relations plan in efforts to ensure that the community hears about the program regularly and creates informational pamphlets and handouts for distribution.

Community and Economic Development. This sub-committee is responsible for reviewing local planning initiatives and economic development proposals to coordinate efforts (when possible) with the Weed and Seed program and address business retention strategies within the Model community.

Finance/Budget. This sub-committee will develop and monitor the financial policies, procedures and controls for financial reporting and compliance with Federal, state and local tax laws and regulations; budgeting; program spending; and, the coordination of financial audits. This sub-committee shall present its budget findings and recommendations to the Steering Committee for approval. The Steering Committee Treasurer will Chair this sub-committee.

Personnel. This sub-committee will be responsible for the recruitment, assessment and recommendation of candidates to the Steering Committee for any paid and/or non-paid positions within the Weed and Seed program. The Second Vice Chair will serve as Chair of this sub-committee.

Neighborhood Restoration. This sub-committee will work towards revitalizing and improving the physical appearance of the target neighborhood. This includes the development, recommendation, and implementation of strategies to address code enforcement, trash reduction, infrastructure improvements, improved housing conditions and general neighborhood clean up efforts.

Weed Committee. The Weed Sub-Committee will develop and seek to implement law enforcement strategies to remove criminal elements and negative influences from the target neighborhood. The sub-committee will facilitate a relationship between community residents and law enforcement to develop solutions to community problems and foster a sense of civic responsibility within the community to serve as a stimulus for community mobilization. Either the USA, the Police Chief, or their designee shall serve as Chair of the Weed Committee.

Seed Committee. This sub-committee will develop and recommend strategies that bring positive influences to the target neighborhood. Strategies will include prevention, intervention and treatment, community policing and neighborhood restoration activities. Special consideration will be given to the coordination of human service programs and school programs designed to develop a positive community attitude towards combating drug use, crime and poverty.

Sustainment Committee. This committee will be dedicated to finding additional resources to sustain program efforts to ensure that the program is not dependent entirely upon Weed and Seed grant funding and that priority programs and/or services are maintained. Activities performed by this sub-committee will include fund-raising, soliciting donations, securing inter-agency agreements for resources, and identifying potential sources of funds (including other grant programs).

Sub-section 3(b): Other committees. The Steering Committee may establish or dissolve subcommittees as it deems necessary.

Article V - Amendments

These policies and procedures may be repealed, amended, modified, altered and any additions adopted by a two-thirds (2/3) vote of the Weed and Seed Steering Committee.

I hereby certify that the foregoing is a true, correct, and complete copy of the Policies and Procedures of the Weed and Seed Steering Committee as in effect on this _____ day of _____, 20_____.

Steering Committee Chair _____

Steering Committee First Vice Chair _____

Steering Committee Second Vice Chair _____

K. Government Performance and Results Act (GPRA)

Every funded Weed and Seed site is required to submit GPRA data each year for as long as the site has open grants. **The FY 2009 GPRA forms, which cover January-December 2008, are due by June 30, 2009.**

Note that sites that secured their designation in 2008 are not required to submit this report in 2009.

The 2009 GPRA Forms and Instructions for online submission will be available May 2009 at <http://www.weedandseed.info/docs/gpra.htm>. Be sure to read the instructions in their entirety. The forms can be completed online and submitted with the click of a button. Sites will receive a confirmation e-mail that includes a .PDF copy of the completed form after it is submitted.

CCDO also requires sites to submit their completed 2009 GPRA forms as a 'Special' Report in the GMS Progress Report Module for each active Weed and Seed grant. To accomplish this task, the .PDF copy of the completed 2009 GPRA forms, along with the pertinent attachments and/or maps, must be uploaded in the GMS Progress Report Module as attachments. Instructions on how to submit a 'Special' Report are available at <http://www.ojp.gov/gmscbt/> (click Progress Reports, go to Menu button, and select Creating Special Reports). Additional assistance in submitting the 'Special' Report is available to sites through the GMS Helpdesk via phone at 1-888-549-9901. ***Please note that the GMS Helpdesk will not be able to provide assistance with completing the 2009 GPRA forms.***

L. Guidelines for the Evaluation of Information Obtained in State and National Criminal Background Checks on Potential Employees and Volunteers Who May Have Access to Children, the Elderly, and Individuals with Disabilities at Weed and Seed Sites

Background: When a person entrusted with the care of particularly vulnerable individuals (i.e., children, the elderly, or the disabled) abuses those individuals and then is found to have previously abused others or have a criminal background—questions and potential liabilities arise. In order to address this compelling public interest, the Federal government and most states have enacted legislation that authorizes criminal record checks, including FBI fingerprint criminal record checks, on various persons who work with these vulnerable individuals (the protocols for these checks were addressed in previous memorandum dated November 5, 2002). The primary purpose of this legislation (including the National Child Protection Act [NCPA], Pub. L. No. 103-209, and the Violent Crime Control and Law Enforcement Act of 1994 [VCCLEA], Pub. L. No. 103-222) is to identify the potentially abusive persons and protect the vulnerable individuals.

The Weed and Seed Program Guide and Application Kit has required background screening for several years. Once that screening is done and criminal records information is received, it is important to have consistent standards for the evaluation of this information. Therefore, uniform guidelines for the evaluation of this information need to be established. Also, to the extent possible, the hiring of the employee or the placement of the volunteer should be delayed until the entire screening process, including the evaluation of any criminal history, is completed. At a minimum, the potential employee or volunteer must be restricted to supervised situations or situations in which another worker is present when dealing with vulnerable individuals until the screening process is complete. This is consistent with the suggestions provided by an Office of Juvenile Justice and Delinquency Prevention (OJJDP) publication entitled *Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support*, NCJ 167248 (referenced in the Weed and Seed Program Guide and Application Kit). The publication gives the following factors to consider:

1. The relationship between the incident and the type of employee or service that the applicant will provide.
2. The applicant's employment or volunteer history before and after the incident.
3. The applicant's efforts and success at rehabilitation.
4. The likelihood that the incident would prevent the applicant from his or her responsibilities in a manner consistent with the safety and welfare of the consumers served by the agency.
5. The circumstances and/or factors indicating the incident is likely to be repeated.
6. The nature, severity, number, and consequences of the incidents disclosed.
7. The circumstances surrounding each incident, including contributing societal or environmental conditions.
8. The age of the individual at the time of the incident.
9. The amount of time lapsed since the incident occurred.

Given the gravity of the compelling public interest involved, the factors delineated above should be interpreted in a manner that provides the greatest protection to the vulnerable individuals. Therefore, the following guidelines are to be used when evaluating criminal history information concerning applicants (which term is to be understood to include persons who have already begun work at the site):

- The applicant must not have felony convictions of any type or any misdemeanor convictions involving violence, fraud, or criminal sexual misconduct.
- The applicant must not have any conviction for an offense against a child or dependent adult.
- The applicant must not have any misdemeanor convictions involving a breach of the peace or drug related offenses within the past five years proceeding the date of the background check.
- Applicants with previous military employment must not have been convicted of any court-martial higher than a summary court martial.

These guidelines will help further the primary purpose—identifying the potentially abusive persons and protecting the vulnerable individuals of the NCPA while, at the same time, staying within the spirit of the recommendations in OJJDP publication NCJ 167248. For further information or elaboration on these guidelines contact the Community Capacity Development Office at (202) 616-1152.

Any waiver from this policy must be requested in writing by memorandum from the U.S. Attorney to the Community Capacity Development Office, along with accompanying documentation.